

# RULES DURING EXAMS GUIDE FOR EXAMINERS

OF THE FACULTY OF  
BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES (BMS)  
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## Section 7 Regulations regarding order, calamities and academic misconduct (Fraud)

*The examination boards of BMS and programmes of BMS decided to use the fraud regulations, stated in the Students' Charter. They complemented these general regulations with specific faculty regulations. The complemented text is stated in Italic.*

### 7.01 Fraud and plagiarism

Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (scientific misconduct) detracts from the contribution of science to society. As a member of the scientific community, students have to embrace and respect these important values. Scientific misconduct includes actions or negligence that detracts from the scientific integrity of the university, but also of the individual student and teacher.

A test or examination is intended to assess the knowledge, insight or skills of students (Article 7.10 WHW).

The examination board of each educational programme drafts its own rules on cheating/fraud, which may include additional provisions. In these rules is specified what action will be taken in cases of (suspected) cheating/fraud and that the examination board will decide whether cheating/fraud has occurred.

**Cheating/fraud** refers to any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills.

In any event, the following situations are concerned cases of cheating/fraud:

1. During a test or exam, the student uses (any form of) assistance, resources or devices (electronic or technological) other than the ones whose use the examiner or supervisor has permitted prior to the start of the study unit and/or examination or test, or whose use the student knew or ought to have known was not permitted;
2. The student behaves in a manner that before the start of the study unit and/or examination or test was indicated by the examiner or supervisor to be fraudulent, or that the student knew or ought to have known was not permitted. This includes, but is not limited to, situations in which the student:
  - a. procures or receives copies of a test or examination before the test or examination takes place;
  - b. cheats, whether or not by:
    - using cheat sheets or crib sheets (*possessing or having access to unapproved resources*);
    - copying the work of others during the test or examination;
    - allowing others to copy work during the test or examination;
    - sending or receiving (text) messages or photographs;
  - c. communicates (in person or with the aid of electronic or other devices) with someone other than the examiner or supervisor during the test or examination before the work is handed in
  - d. has sources at their disposal that are not allowed during the test or exam, e.g. a mobile phone or a smartphone, with which access can be gained to unpermitted resources;
  - e. uses writing paper other than that provided by the UT for a test or exam, unless this has been expressly permitted;
  - f. visits the bathroom without permission;
  - g. engages in identity fraud, such as pretending to be someone else or being represented by someone else, or allowing someone else to impersonate them during a test or examination.
3. The student engages in other kinds of cheating/fraud, such as:
  - a. manipulating research data in (group) assignments;
  - b. falsifying data (for example, by filling in questionnaires or answering interview questions oneself);

- c. 'free-riding': i.e. not or hardly contributing to a group assignment.  
*Free riders are individuals who decide not to participate in cooperative learning group activities (which often lowers the group's morale, productivity, and effectiveness) and benefit from other students work.*
  - d. *copying or taking home examination material.*
  - e. *contract cheating: hiring a (professional) tutor that produces exam material in the name of the student in return for a (non-)monetary compensation.*
4. **Plagiarism** is a particular kind of cheating/fraud, which occurs when the student uses someone else's work or previous work of their own, without correct referencing. This includes, but is not limited to:
- a. copying or using (parts of) other people's work or AI (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting it as one's own work; in addition using parts of another text (printed or digital), work generated by AI or previous work of their own without referencing (also if minor changes have been made), is considered to be plagiarism;
  - b. using visual and/or audio materials, test results, designs, software and program codes without referencing, and presenting that as one's own original work;
  - c. using verbatim citations without clear referencing or without a clear indication of quotation (e.g., by omitting quotation marks, indentation, empty lines, etc.) and thereby creating the false impression that (part of) these citations is/are one's own original work;
  - d. referring to literature that one has not read oneself (e.g. using references taken from someone else's work);
  - e. using texts that have been written in collaboration with others without explicitly mentioning this to be the case; *or having others – paid or unpaid – write texts for you (ghost writing and/or contract cheating);*
  - f. submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without references to the original work.
5. **Tort/unlawful act** is acting or not acting, contrary to the regulations or contrary to norms and values. *E.g. making pictures during the reviewing of a test, scolding/disrespecting someone (e.g. a teacher, examiner or invigilator).*
6. **Forgery** is a criminal act that takes place when a person falsifies something with the intent to deceive another person or entity. *E.g. altering a writing with the attempt to defraud another person or entity, the production of fake works that a person claims are genuine, fabricating or the act of devising, fabricating, or counterfeiting a document.*
7. *All other forms of academic misconduct than those mentioned in par. 2a to 2e, to be determined by the examination board.*

## Procedure

If an examiner or invigilator has a motivated suspicion of academic misconduct/irregularities during an exam *before, during or after an examination (test)*, the examiner/invigilator makes a note of this on the student's examination (test). *The examiner also notes the circumstances surrounding the irregularity and fills out the [Notification of academic misconduct / irregularities during exams](#) form. Suspected plagiarism is reported by the examiner in a [Notification of plagiarism](#).*

The examiner/invigilator has the right to confiscate devices and other resources of which the use is not permitted during an examination (test). In all cases the student has the right to finish the examination (test).

The examiner/invigilator reports the suspicion of academic misconduct in writing (per Notification of academic misconduct/plagiarism) to the examination board. This rule also applies in case of a suspicion of academic misconduct in a (part of a) study unit, such as an assignment, presentation or essay.

This written report should at least contain the following information (mail to [examination board BMS](#)):

- a) Name student involved including student number
- b) Study unit name and code. If necessary mention the specific part of the study unit in which the academic misconduct/plagiarism was detected.

- c) Written information on the suspected academic misconduct/plagiarism detected and/or what conduct or misconduct occurred during the examination/test.
- d) Additional information (e.g. evidence from plagiarism software).

The examiner must notify the student involved of the suspected academic misconduct/plagiarism. The assessment of the assignment/examination/test needs to be put on hold.

Subsequently, the examination board will proceed as follows:

1. The examination board will investigate the notification and will hear the examiner as well as the student involved: students will be given the opportunity to share information and are obliged to answer any question from or supply requested information to the examination board, to enable the examination board to come to a well-informed decision.
2. The examination board will determine whether academic misconduct has occurred and if measures or penalties will be taken/imposed.
3. The examination board will inform the student involved of its decision in writing.

### Measures or penalties

The examination board decides about the penalties the student will receive if academic misconduct is actually established.

The examination board may give the student a warning or exclude a student who commits an academic offence from sitting the examination, test or other part of a study unit. In extreme cases or repeated academic misconduct the student can be excluded from the examination up to a maximum of one (1) year.

If a student commits academic misconduct repeatedly, the examination board may exclude a student from sitting all programme examinations and tests up to a maximum of one (1) year. A student is not allowed to replace the study unit in which the academic offence occurred with another study unit while the penalty is in force.

If a student commits serious (repeated) academic misconduct, the examination board may request the Executive Board to end the student's enrolment in the programme at the University, *with effect from the month following the month the final judgement was made known to the student*.

For the right to appeal against a decision taken, based on these regulations, art. 8.6 BSc and MSc EER will apply.

In the event that the examiner has objective grounds to seriously question the reliability of a test, the examiner may invalidate the test as a whole, or the test results for all or a group of students, after consulting the responsible examination board. In the event that the examination board has objective grounds to question the reliability of a test, it may request the examiner to invalidate the test as a whole, or the test results for all or a group of students.

### Information to third parties

In principle all information regarding penalties imposed on students for fraud remains with the examination board and is shared only with the programme where the student is enrolled. There is, however, an exception:

- In the event that an examination board penalises a student who is not enrolled in the relevant programme, or in the faculty BMS, the examination board will notify the examination board of the programme or faculty where the student is enrolled of the penalty imposed and the reasons to do so. The student will be informed of such notification.

## 7.02 Rules of order for testing

This article describes the rules and procedures to be followed for examinations and tests. It applies to examinations and tests in the study programmes covered by these Rules & Guidelines. The article starts with general rules of order, followed by any specific rules applicable to digital on-campus or remote testing. Depending on the nature of an examination or test, additional rules may be set. These will be stated on the cover sheet of the test in question.

### Terminology

**Test:** an evaluation of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation. A test is part of an examination. If the examination for a study unit consists of a single test, then the result of that test will count as the result of the examination.

**Examiner:** The individual appointed by the examination board to administer examinations and tests and to determine the results, in accordance with Article 7.12 paragraph c WHW.

### General rules applicable to testing

All students are expected to be familiar with specific behaviour related to academic standards and values, scientific integrity and other specific rules that have been explained to them prior to a study unit or examination (test). If students behave inappropriately compared to these behavioural rules during the course of a study unit or during an examination (test), this will be considered attempted fraud and will be reported to the examination board.

1. During the examination students may only have access to resources (e.g., books, notes, devices, websites, hard/software) that are explicitly approved by the examiner. Possessing or accessing unapproved resources is considered attempted fraud.
2. During the examination students are not allowed to communicate (e.g., verbal, non-verbal, digital) with others aside from the examiner/invigilator. Any violation of this will be considered attempted fraud.
3. During the examination students are not allowed to copy, share and/or spread the examination questions, answers or related information in any form. The examiner/invigilator has the right to check this. Any violation of this will be considered attempted fraud.
4. In case of attempted fraud (e.g. points 1-3) the student may finish the examination and the Examination Board will be informed afterwards.
5. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the examiner/invigilator.
6. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the examination board.

### Additional rules applicable to written (on-campus) testing

1. Students may enter the room 15 minutes prior to the start<sup>1</sup> of the examination, and will be admitted until 30 minutes after the start.
2. Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
3. Students who did not register may only take part if there are enough seats and test copies/Chromebooks available. Registered students have precedence. To make sure enough copies/seats for registered students are available the examiner/invigilator may ask unregistered students to wait for 30 minutes after the start before they receive a test copy /seat.

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<sup>1</sup> In general start time and end time refer to the official start time and end time of the examination as listed on the cover sheet. All rules apply to both electronic and non-electronic exams.

4. The student ID card<sup>2</sup> should be placed visibly on the table throughout the examination and presented to the examiner/invigilator upon a request for identification.
5. Restroom visits are not permitted during the first 60 minutes and last 30 minutes of the examination. Outside of this timeframe, restroom visits can only take place after consultation with the examiner/invigilator. Only one person at a time can be allowed to visit the restroom. Where necessary and feasible,<sup>3</sup> an examiner/invigilator will accompany the student to the restroom.
6. Before the start of the examination students should place bags and/or coats in the designated area. Whenever possible, unapproved resources (e.g., mobile phones, smart watches, wearables, notes) must be placed in the bags and switched off.
7. Students must hand in their examination form personally to the examiner/invigilator and sign off on the attendance list, if indicated. If the ID has not been checked during the examination, the student must show it to the examiner/invigilator before leaving the examination room.

#### Additional rules for digital remote testing

In cases where it is not possible to offer on-site exams (such as during the Covid-19 crisis), additional regulations about remote exams will be made available.

### 7.03 Regulations in case of calamities during written tests

#### Authorisations and responsibilities

Several people are involved in digital tests and responsible in the event of a calamity. Their role and responsibility are set out below (one individual may enact multiple roles):

*Examiner:* the examiner is responsible for the procedure of testing, the content of the test, the interpretation of test results and the publication and archiving of test results. The examiner is therefore responsible at all times for the content and course of the test. The examiner is therefore present during (the start of) the test-taking and decides on any changes to the test-taking, such as postponement, termination of the test and alternative test-taking.

*E-invigilator:* a student-assistant who ensures (under the responsibility of the examination coordinator) that the facilities are present at the test location and are cleaned up afterwards. This involves placing Chromebooks in the room and storing them again after the test. During the test they are the first-line assistance for log-in and technical problems.

*Supervisor:* person responsible for the orderly conduct of the test and for preventing fraud. The supervisor gives the start signal for the test in the room and also the signal for the end of the test. The supervisor is responsible for the implementation of the student seating plan as specified by the examination office. The supervisor can appoint one or more invigilators who can take over this task from him. The examination office can supply invigilators on request. During the test students must be able to identify themselves with their student card with the invigilator.

*Exam coordinator:* responsible for the smooth running of the digital test. The examination coordinator is responsible for ensuring that the keys are ready on the computers, that the key's home screen is visible and that the key has started in secure mode. The examination coordinator is supported by technical and functional management. In the event of technical malfunctions and calamities, the examination coordinator is the first point of contact and is in contact with the examiner.

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<sup>2</sup> Failing that, a certified ID is also allowed. This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

<sup>3</sup> Accompanying students to the bathroom may not be necessary, as in Thern where restrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single examiner/invigilator.

#### Rules of order in the event of calamities on campus

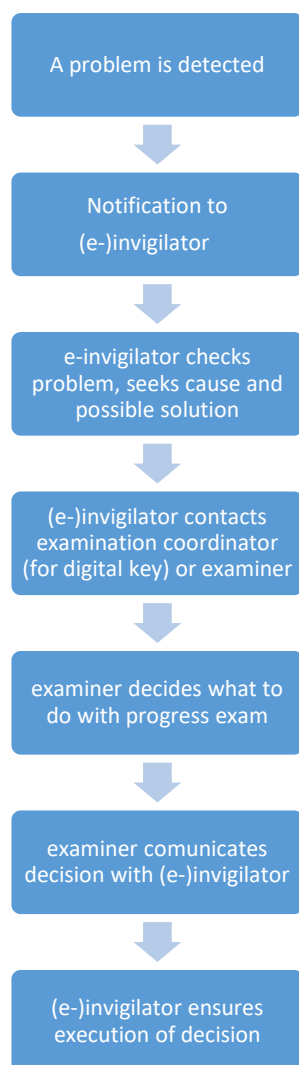
1. If a calamity occurs or is about to occur shortly before the start of an examination (test) or during an examination (test), both examiner and invigilator are authorised to act as specified in these regulations. All students have to follow the instructions of the examiner/invigilator.
2. If a calamity occurs or is about to occur shortly before the start of an examination (test), the following procedure applies. The examination (test) will be postponed immediately. The examiner will set a new examination (test) date, in consultation with the programme director.
3. This new examination (test) date is binding. The new examination (test) has to take place within one month of the initial examination (test) (excluding holidays). The new examination (test) date will be published within three working days after the calamity and in accordance with the regular procedures.
4. If a calamity occurs or is about to occur during an examination (test), the following actions, if possible, have to be taken:
  - a. All examination (test) papers (cover sheet and such) are filled out completely at the start of the examination (test), with the student's name, student number and signature.
  - b. All those present follow the instructions of the responsible authority, and/or of the examiner/invigilator and leave the examination room immediately upon their order.
  - c. Students leave their examination (test), Chromebook and all other papers on the table in the examination room.
  - d. If students already started making their examination (test), the examiner determines, if this is reasonably possible, the result based on the partly made examination (test).
5. If the examiner cannot determine the result as specified in article 4d, the examiner will set a new examination (test) date, in consultation with the programme director. The new examination (test) has to take place within one month of the initial examination (test) (excluding holidays) and is open for all students who registered for the initial examination (test).
6. Regulations in case of a calamity apply in case of any official alarm signal.

#### Rules of order in the event of remote testing (off campus)

In case of malfunctioning equipment, connections or other sudden changes in circumstances which prevent the student from proceeding with the exam, the student must notify the examiner immediately by e-mail or regular phone. The student must take pictures or screenshots as proof of the failure. If this is not possible, the student must record the details of what happened and notify the examiner as soon as possible.



### Decision-making process during calamities during digital tests (on campus, or remote)



### Possible solutions or alternatives for malfunctions during a digital test

Problem	Prerequisite for action	Who takes action?	Who decides?	Solution/alternative
Hardware problem of individual student	Hardware out of order	E-invigilator	E-invigilator	Provide a spare
Network malfunction individual student	Close examination programme and restart	E-invigilator	E-invigilator	Provide backup copy if necessary
Network failure/power outage for multiple students and solution not available within 30 minutes after notification of Examination Coordinator		E-invigilator contacts examination coordinator. Examination coordinator contacts examiner.	Examiner decides and informs examination coordinator and invigilator about discontinuation	Offer students a digital re-sit within 2 weeks of original test date, unless examination board decides otherwise.

## 7.04 Cover sheet for exams (example)

The fillable original can be [downloaded here](#).

*The following are instructions for examiners issued by the examination board. You can delete this text box from the cover sheet once the following has been implemented:*

- Please use this cover sheet for written tests
- Please share the Rules of Order for Testing with the students in your course at least one week prior to the exam. You can find the [Rules of Order for Testing](#) on the [website](#) of the examination board
- Please include the relevant information in the sections below that are highlighted **in red**
- Please feel free to add additional rules/instructions that are specific for your test

**Test** *[please put the name of the course / study unit here]*

**Unit of Study code:** *[please put the code of the course / study unit here]*

**Date:** *[please put the date of the exam here]*

**Start of the exam:** *[please put the official start time here]*

**End of the exam:** *[please put the official end time here]*

**Examiner:** *[please put the name(s) of the examiners here]*

### GRADING

*[Please explain here to the student (i) how the grade for the test will be established, (ii) how correcting for gambling will be applied (in the case of multiple choice questions) and (iii) which test grade needs to be obtained by the student to successfully pass the test].*

### INSTRUCTIONS & PRACTICALITIES

- ✓ All Rules of Order for Testing as established by the examination board apply to this test. In case of inconsistencies with other rules set by the examiner, the Rules of Order for Testing prevail.
- ✓ Please read each question carefully before answering the question.
- ✓ For each multiple choice question, only one alternative is correct. When multiple answers seem correct, choose the most appropriate alternative.
- ✓ All paper work has to be handed in at the end of the test, including scrap paper.
- ✓ *[Additional rules and/or instructions that are test-specific can be added here]*

### RESOURCES ALLOWED TO BE USED DURING THE EXAM:

You are allowed to use the following resources during the exam (i.e. any other resource not listed here is not allowed to be used during the exam):

- ✓ *[please put the resources that students are allowed to use during the test].*

### INTEGRITY STATEMENT

By taking and submitting this test, I – the student – (i) subscribe to the Rules of Order for Testing established by the examination board, (ii) confirm that the answers to the test questions are solely mine, and (iii) affirm that there will be zero tolerance for breaching any single rule of order.